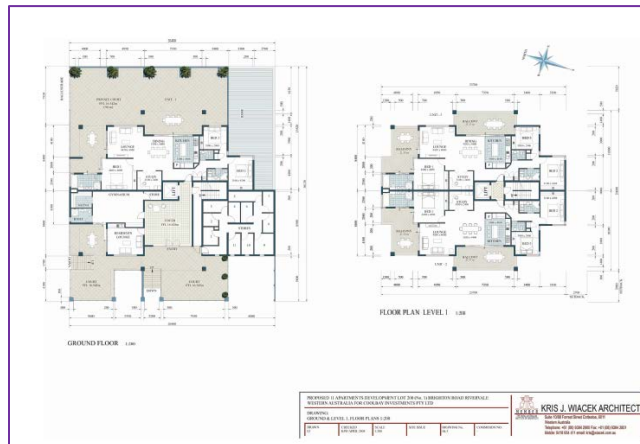




# PRELIMINARY PLANNED RESIDENTIAL DEVELOPMENT (PRD) / SUBDIVISION APPLICATION PACKET



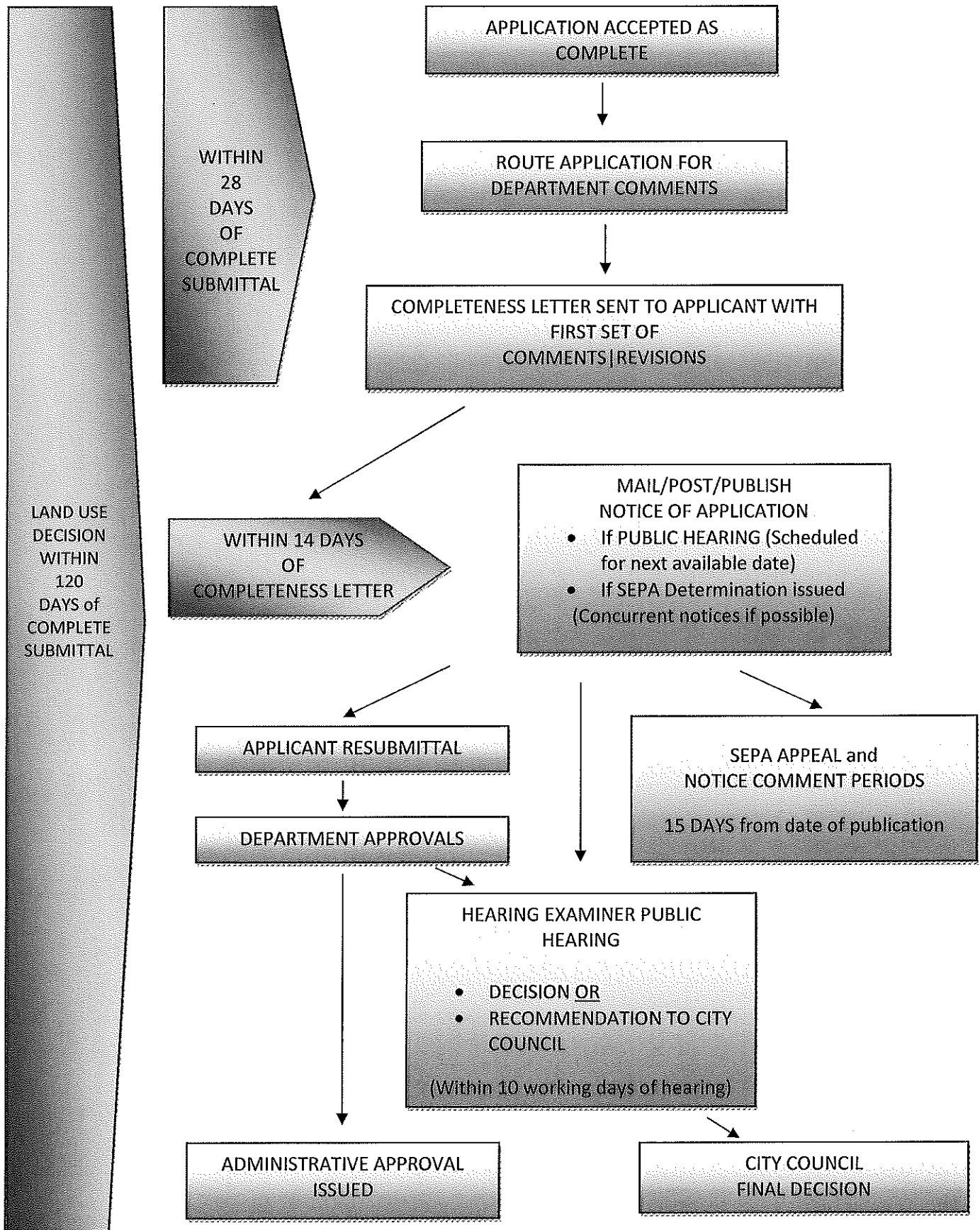
## ***Contents***

- *Review Process Flow Chart*
- *Combined permit application*
- *Submittal checklist*
- *Additional Information*

806 W Main St., Monroe WA 98272 Phone (360) 794-7400 / Fax (360) 794-4007

This is intended only as an informational guide. The information may not be complete and is subject to change.

# GENERAL LAND USE PERMIT PROCESS\*



\*NOTE: Some permits may have a different timeline.



**Planning & Permitting Division  
Permit Assistance Center**

806 West Main Street, Monroe, WA 98272  
Phone (360) 794-7400 Fax (360) 794-4007  
[www.monroewa.gov](http://www.monroewa.gov)

FOR OFFICE USE ONLY

PERMIT #(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## COMBINED PERMIT APPLICATION

### PERMIT SUBMITTAL HOURS

**MONDAY – FRIDAY / 9:00 - 12:00 & 2:00 – 4:00**

Building	Operations	Fire	Land Use
<input type="checkbox"/> Commercial T/I	<input type="checkbox"/> Engineering Review	<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Accessory Dwelling Unit
<input type="checkbox"/> Demolition	<input type="checkbox"/> Fencing	<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Boundary Line Adjustment /Lot Consolidation
<input type="checkbox"/> Garage/Carport	<input type="checkbox"/> Grading	<input type="checkbox"/> High Piled Storage	<input type="checkbox"/> Conditional/Special Use
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Retaining wall	<input type="checkbox"/> Hood Suppression	<input type="checkbox"/> Land Clearing/Forest Practices
<input type="checkbox"/> New Construction (Commercial/Residential)	<input type="checkbox"/> Rockery	<input type="checkbox"/> Operational	<input type="checkbox"/> Planned Residential Development
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Right-of-Way Disturbance	<input type="checkbox"/> Spray Booth	<input type="checkbox"/> Shoreline Permit
<input type="checkbox"/> Racking	<input type="checkbox"/> Special Flood Hazard Area	<input type="checkbox"/> Tents & Canopies	<input type="checkbox"/> Short Plat
<input type="checkbox"/> Residential Remodel	<input type="checkbox"/> Utility Service	<input type="checkbox"/> Other _____	<input type="checkbox"/> Subdivision/Plat
<input type="checkbox"/> Sign	<input type="checkbox"/> Other _____		<input type="checkbox"/> Variance
<input type="checkbox"/> Other _____			<input type="checkbox"/> Other _____

NOTE: All required Electrical Permits will be issued by the  
Dept. of Labor & Industries.

**THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS**

Site Address or Property Location: \_\_\_\_\_

Size of site (acre/square feet): \_\_\_\_\_

Assessor's Tax Parcel Number (14 digits): \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

\*Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

\*\*Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Attach a separate sheet for additional property owners/additional addresses

**\*Applicant:** By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf.

**\*\*Property Owners:** by your signature above, you hereby certify that you have authorized the above applicant to make application on your behalf for this application.

**City of Monroe**  
**Land Use Permit Application- Page 2**



Give a detailed description below of the proposal / work. Provide details specific to your application e.g., current and proposed lot sizes, number of lots, description of driveway, description of proposed business including hours of operation, number of employees, existing and proposed parking spaces.

**Forest Tax Reporting Account Number** (if harvesting timber call the Department of Revenue at (800) 548-8829 for tax reporting information or to receive a tax number):

**Detailed Description of work:**

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**FOR OFFICE USE ONLY**

Planning Application Fee: _____	Publication Fee: _____
Fire Plan Check Fee: _____	Mailing Fee: _____
SEPA Fee: _____	Technology Fee: _____
<b>TOTAL FEES:</b> _____	

# PRELIMINARY PLAT/SUBDIVISION PRD

## SUBMITTAL CHECKLIST

<b>Project name:</b>		<b>Accepted by/Date:</b>
<b>Project address:</b>		<b>File number:</b>

**THE PURPOSE OF THIS CHECKLIST IS TO DETERMINE COMPLETENESS OF A SUBMITTAL.  
THE CHECKLIST DOES NOT VERIFY THE ACCURACY OF MATERIALS RECEIVED.  
Indicate the sheet number for each item in the left-hand column.**

**PARTIAL SUBMITTALS WILL NOT BE ACCEPTED.**

A subdivision is the division or re-division of land into ten or more lots, tracts, parcels, sites or divisions for the purpose of sale, lease or transfer of ownership. All subdivisions are subject to Title 17 and Title 21 to the Monroe Municipal Code (MMC) and must be submitted to the Community Development Department for approval.

### GENERAL PROJECT DATA

Sheet #	N/A	Office Use Only		Reference
			1 original plus 4 copies of the combined permit application signed by all applicants and property owners involved. Any permits required in conjunction with a subdivision application (rezones, variances, planned residential developments, SEPA, etc.) shall be processed concurrently.	MMC 18.84.060 (A)
			2 copies of closing calculations prepared by a licensed surveyor.	MMC17.32.030
			1 copy of proposed lot coverage calculations (existing structures, roads, etc. and proposed impervious area).	MMC17.20.020 (A)
			1 current title report dated within 30 days of submittal.	MMC 18.84.060 (D)
			1 vicinity map - 8 1/2X11.	MMC 17.84.060(F)
			1 set of plans reduced to 8 1/2x11.	MMC 18.84.040 (G)
			1 original signed environmental checklist and 4 copies.	MMC 18.84.060 (C)
			1 original plus 4 copies of soils report for subject property.	MMC18.84.060 (H)
			1 original plus 4 copies of traffic report.	MMC 18.84.060 (L)
			Other required information specific to the application as outlined and required in the Monroe Municipal Code.	MMC 17.32.060

# PRELIMINARY PLAT/SUBDIVISION PRD

## SUBMITTAL CHECKLIST

<b>Project address:</b>				<b>File number:</b>	
ITEMS REQUIRED ON THE RECORD OF SURVEY					
Sheet #	N/A	Office Use Only		Reference	
			North arrow.	MMC17.32.030 (G)1	
			Engineering scale (1 inch= 20 feet minimum).	MMC17.32.030(G)	
			Small vicinity map.	MMC 17.20.020 (A)	
			Legal description of proposed subdivision (or dedication).	MMC 17.20.030 (D)	
			Boundary lines, approximate to scale, of the property subdivided or dedicated.	MMC 17.20.030 (E)	
			Existing easements and encumbrances with auditor's file number.	MMC 17.20.020 (B)	
			Existing structures with actual setbacks.	MMC17.20.030(F)	
			Dedications with approximate area.	MMC 17.20.030 (E)	
			Proposed easements must identify the location of the easement, who it benefits, and who is responsible for the maintenance of activities.	MMC 17.32.030(G)4	
			Critical areas (including type and/or category) and buffers, if applicable.	MMC17.32.030(G)	
			Zoning information block (e.g. dimensional lot standard, lot coverage, and setbacks).	MMC 17.20.030(G)	
			Utility Information Block (e.g. identify the purveyor of major utilities).	MMC17.32.030(E)	
			Topography with 2 foot contours.	MMC 17.20.030 (H)	
			Show adjacent platted lots.	MMC 17.20.020(B)	
			How streets within the subdivision connect with existing and proposed streets in neighboring subdivisions or unplatted property.		
			Name of the proposed subdivision.	MMC 17.20.030 (A)	
			The date.	MMC 17.20.030 (B)	

# PRELIMINARY PLAT/SUBDIVISION PRD

## SUBMITTAL CHECKLIST

<b>Project address:</b>					<b>File number:</b>	
<b>ITEMS REQUIRED ON THE RECORD OF SURVEY CONTINUED</b>						
Sheet #	N/A	Office Use Only		Reference		
			Vertical control datum.	MMC 17.20.030 (B)		
			The name and address of the subdivider.	MMC 17.20.030 (C)		
			A certificate of Title not more than thirty days old.	MMC 17.20.020 (B)		
			Within the proposed subdivision or dedication and within a distance of fifty feet from its boundaries: the location, width, and designation of existing or platted public highways, utilities, water courses, power lines, culverts, section lines, and similar features.	MMC 17.20.030 (F)		
			Parcels and tracts to be reserved or dedicated for parks, playgrounds, streets, alleys, schools or other public uses.	MMC 17.20.030 (J)		
			Location and direction of flow of water courses and approximate located of areas subject to inundation or stormwater overflow within or adjacent to the proposed subdivision or dedication.	MMC 17.20.030 (K)		
			A plan showing the location and sizes of sewer lines, catch basins, pumps, or other drainage sewerage structures.	MMC 17.20.040 (A)		
			A plan showing location and sizes of water mains, reservoirs, and other elements of proposed distribution system.	MMC 17.20.040 (B)		
			Grades of proposed streets and methods of storm drainage.	MMC 17.20.040 (C)		
			Plant schedule - include botanical & common names, quantities, sizes of plants, and spacing.	MMC 18.78.060(B)2		
			Irrigation schedule - identify all irrigation components, include manufacturer and model numbers. Identify irrigation zones and indicate water consumption in GPM (gallons per minute).	MMC 18.78.060(C)		
			Elevation and/or cross section drawing of steep slopes that exceed 5 feet in height and are steeper than one unit vertical in one and one-half units horizontal.	MMC 18.78.060(B)2		

<b>Project address:</b>		<b>File number:</b>	
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## ITEMS TO BE SHOWN ON THE RECORD OF SURVEY (continued)

Sheet #	N/A	Office Use Only		Reference
			Existing and proposed grading contours at two foot intervals with spot elevations. All landscape mounds and gullies to be shown.	MMC 18.78.060(B)2
			Tree survey - indicate name, caliper and location of any tree greater than four inches. Use drip line boundary delineation to indicate which trees shall be retained. Show this on grading plan.	MMC 18.78.060(B)2
			Landscape and irrigation improvements within right-of-way between property line and curb or street edge.	MMC 18.78.060(B)2
			Show all landscape encumbrances including any overhead utility/service lines on landscape plan.	MMC 18.78.060(B)2

**NOTES:**

[illegible]



## **Pre-Development Review Meeting**

The City strongly encourages a Pre-Development Review meeting before submittal of a land development, subdivision, or commercial building application. This will provide you an opportunity, early in the planning stage, to meet with Development Review representatives who will assist you with preliminary direction regarding your proposed project.

Pre-Application meetings are held every Wednesday beginning at 10:00 a.m. and are limited to 45-minute sessions. Contact the Community Development Department at 360.863.4532 to schedule a meeting following preparation of your submittal, and with any questions regarding this form.

## **Process**

Once submitted, an application will be reviewed and either deemed complete or incomplete within 28 days. After the application is deemed complete the preliminary plat will be forwarded to the Development Review Committee and agencies for review. A public hearing will be set before the Hearing Examiner. Notices of public hearing will be posted at least fifteen days before the hearing on the site of the proposed short subdivision, in the local newspaper, at city hall, and mailed to all property owners within 500 feet.

The Hearing Examiner's recommendation will be advisory to City Council. City Council will take final action on the proposed preliminary plat. The City Council's decision to approve, disprove, modify or add conditions will be final ten days after approval. Parties of interest who object to the decision may file their appeals as outlined in Title 21 of the MMC.

## **Criteria**

The Hearing Examiner will prepare a report based on the recommendations from various departments and agencies that will evaluate the following factors:

1. **City Planner** The city planner's report shall include, but is not limited to:
  - a. **Zoning** The proposed subdivision shall be in keeping with the purposes of the Zoning Code and the existing land uses of surrounding properties.
  - b. **Comprehensive Plan** The proposed subdivision conforms to the goals and the principles of the Comprehensive Plan.
  - c. **SEPA** Complete documents have been submitted pursuant to the State Environmental Policy Act.
  - d. **Shorelines** The proposed subdivision conforms to the Shoreline Master Program.
2. **City Engineer** The city engineer shall submit a preliminary report to the administrator as to any required initial engineering for the proposed subdivision including, but is not limited to:
  - a. **Infrastructure** Evaluation of the proposed street system, sewage disposal system, storm sewer system, and water supply system.
  - b. **Flood Control** Requirements needed to minimize flood hazard and damage including utilities located and constructed to minimize or eliminate flood damage and to insure that an adequate drainage system is provided to reduce exposure to flood damage.

- c. Improvements Evaluation of any improvements required pursuant to Subdivision development in Title 17 of the Monroe Municipal Code.
  - d. Easements Make note of any easements required, to be replaced, to be relocated or to be abandoned.
  - e. Impacts The effects of the proposed subdivision on other public works under the engineer's jurisdiction.
3. Public Safety Officials
- a. Emergency Service The adequacy of access for emergency vehicles.
  - b. Public Safety Recommendations on improving public safety and protection.
  - c. Fire Safety Matters affecting fire safety and fire protection, including any temporary fire protection measures needed during the development of the subdivision.

### **Final Action**

Upon City Council's preliminary approval, the applicant must meet all requirements/conditions outlined in the City Council adopting resolution and submit a revised subdivision reflecting the noted changes. Modification requests may be made in accordance with Section 17.26 of the MMC. Final plats may be presented for any portion of the proposed plat with preliminary approval. Please see the Final Plat Application for information on filing a Final Plat.

### **Limitations**

Preliminary approvals are valid for five years. An extension may be granted for no more than two years with evidence of progress toward completion of the final plat. Once a preliminary plat is approved, applicants must give assurance that improvements will be carried out under the supervision of the City Engineer and that project has financial security in the amount approved by the City.

The Community Development Department will forward the application to other city departments and agencies for comment. After receiving all reports, the Hearing Examiner will prepare a recommendation for the City Council. The City Council has the final authority to approve, disprove, or modify all preliminary PRD proposals.